

TO: Mayor and Board of Trustees
FROM: Village Administrator Steve Stricker and Staff
SUBJECT: Regular Meeting of March 28, 2011
DATE: March 25, 2011

PLEDGE OF ALLEGIANCE

Julia Kolosa, Pleasantdale Elementary School

6. ORDINANCES

A. Driveway Gate Variation (V-01-2011: 15W151 87th Street – Webb)

Attached is an Ordinance granting a variation from the Burr Ridge Zoning Ordinance to permit a driveway gate on a property with 165 feet of frontage rather than the required 220 feet of frontage for a driveway gate. The property is located at 15W151 87th Street. The Plan Commission recommended approval of this request and the Board previously directed staff to prepare the Ordinance approving the variation.

It is our recommendation: that the Board approve the Ordinance.

7. RESOLUTIONS

A. MFT Funds for 2011 Road Program (Resurfacing)

Attached please find a Resolution regarding Motor Fuel Tax (MFT) funding for the Year 2011 Road Program. This Resolution declares the Year 2011 Road Program as an MFT project and allows the Village to appropriate a partial allotment of MFT funds for construction of the Road Program. At least one other MFT resolution will follow at a later date to appropriate the remaining MFT funds for the annual crack-filling and striping programs. At the completion of the projects, and upon approval by Illinois Department of Transportation, the Village can transfer these MFT funds from the State to the Village's Capital Projects Fund.

It is our recommendation: that the Resolution be adopted.

8. CONSIDERATIONS

A. Presentation of Annual Emerald Ash Borer Report

Public Works Director Paul May will make a brief presentation on Monday evening regarding the status of the Emerald Ash Borer situation around the Village.

B. Emerald Ash Borer Treatment Contract

In 2008, Emerald Ash Borer infestation was identified in Burr Ridge. At that time, staff engaged in substantial research to determine what treatment alternatives were available, as well as the cost and efficacy of each alternative. A report was prepared and presented to the Board as a part of the FY 09-10 budget proceedings. As described in the report, staff identified that an annual, progressive treatment program, utilizing a root-drench applied imidacloprid insecticide, is likely to be the most cost effective and successful program.

Applications of imidacloprid were performed in 2009 and 2010, and staff is very pleased with the results. During two years of treatment, only 15 public trees were removed due to EAB infestation, out of over 545 treated. This can be compared to over 300 untreated private trees which were identified for removal during this period. Staff has performed follow-up evaluation, in which bark removal indicated dead EAB beetles underneath the bark of treated trees. Furthermore, we have noted much more substantial signs of infestation in the non-treated private trees, which indicates that the beetle is exhibiting a preference for the non-treated trees. Both indications are a good sign that the treatment has been effective to date.

We do expect that the mortality rate will increase over the current 15/545 ratio as infestation levels intensify, but the treatment methodology will remain much more cost effective than removal of all infested trees. As a point of comparison, a 10" tree can be treated for \$25 annually, whereas removal would cost \$300 and replacement (with a 2 ½" tree) would cost \$250. The Village has identified an 8 year treatment cycle, which programs for a ½ mile increase each year in order to expand the treatment radius as the infestation radius expands. The FY 11-12 budget will be adequate to treat the 2 mile radius. Research indicates that the intensity of infestation begins to decrease after 6-8 years, after which the Village may reconsider treatment frequency (research indicates that treatment may be reduced to once every 2-3 years).

Local arborists and academic researchers have determined that the period for greatest transpiration in northern Illinois is generally between April 1 and May 1. Therefore, it is necessary to perform the 2011 EAB Treatment by May 1. The Village has confirmed that the 2009 low-bid contractor, Kramer Tree Specialists, can perform the work within the desired time frame, and that Kramer is willing to hold its 2009 price, which was nearly 50% lower than the second lowest bidder. The Village was very pleased with the knowledge, responsiveness, and consciousness of Kramer Tree Specialists, particularly as it relates to coordination with staff, residents, and homeowners associations.

COMPANY NAME	INJECTION \$/DIA.-INCH	ROOT DRENCH \$/DIA.-INCH
Autumn Tree Care	\$ 22.00	\$ 5.00
B. Haney & Sons	\$ 30.00	\$ 12.50
Emerald Tree Care, LLC	\$ 5.49	\$ 3.74
GroundsKeeper Landscape Care, LLC	\$ 11.00	\$ 8.50
Kramer Tree Specialists, Inc.	\$ 8.05	\$ 2.50
Nels J. Johnson Tree Experts	\$ 13.00	\$ 6.00
Smitty's Tree Service	\$ 5.50	No bid
The Care of Trees	No bid	\$ 5.00
TruGreen Lawn Care	\$ 9.00	\$ 4.50
Winkler's Tree Service	\$ 17.00	\$ 7.00

It is our recommendation: that the contract for EAB Treatment be awarded to Kramer Tree Specialists at the rate of \$2.50 per diameter-inch, not to exceed \$28,000.

C. Contract for Professional Services – Land Acquisition

The Village of Burr Ridge has been awarded a \$1M grant for construction of a traffic signal at Madison Street and North Frontage Road. This project has progressed through Phase I Engineering, and IDOT has recently granted design approval for the project. The contract documents are now being generated in preparation for a June, 2011 letting. We anticipate that construction will commence in late summer 2011 and that the project will be complete by Christmas 2011.

Construction of the project will require acquisition of a temporary construction easement on three properties, and permanent acquisition of a very small ROW at the corner of the Porterhouse restaurant site (138 square feet). This acquisition is necessary in order to comply with IDOT geometric design requirements. Staff has met with all affected property owners, and the owners are amenable to donate the ROW for this project.

Even though Village staff has performed the majority of the negotiation to date, since the project is federally funded, it is required that an IDOT-approved negotiator be utilized to prepare the final legal documents and complete the ROW acquisition process. IDOT also requires the utilization of an IDOT-approved appraiser, but the Village is released from this requirement since the property owners have agreed to donate the ROW (therefore no appraisal is necessary). Due to the approaching letting date, it is of paramount importance that the document preparation be completed promptly so that the project can remain on the June letting schedule. The Village has interviewed consultants, IDOT officials, and municipal officials from other communities, and staff believes that this expedited professional service can be best fulfilled by Mathewson Right-of-Way Company, of Chicago, Illinois. The recommended proposal is attached hereto. This service will be paid for from the Capital Improvements fund.

It is our recommendation: that the contract for ROW acquisition professional services be awarded to Mathewson Right-of-Way Company, in the amount of \$4,500 plus reimbursable costs.

D. Special Use (Z-01-2011: 7521 Brush Hill Road – GE)

Please find attached a letter from the Plan Commission recommending approval of a request by General Electric International, Inc. for special use approval to allow outside, overnight storage of trucks and other commercial vehicles in an existing parking lot. The property is located at 7521 Brush Hill Road.

The petitioner seeks to lease 32,000 square feet of a 50,000 square foot building for an air emissions testing service. The remainder of the building is occupied by the landlord's business, SEPS, Inc., a battery servicing business. GE utilizes commercial vans and trailers as mobile labs for its air emission testing services. These vans and trailers would be parked in a designated area on the north side of the property.

The property is not directly adjacent to any residential area and other properties in the area have outside storage. The Plan Commission believes that the limited outside storage will be compatible with the surrounding area if provided with landscaping screening to ensure it cannot be seen from the residences on 75th Street.

It is our recommendation: that the Board direct staff to prepare an Ordinance approving the special use as recommended by the Plan Commission.

E. Public Hearing for Annual Zoning Ordinance Updates

Please find attached a letter from the Plan Commission requesting authorization to conduct a public hearing for the annual Zoning Ordinance update. In particular, the Commission recommends that the following zoning regulations be reviewed at a public hearing:

1. Driveway Gates – an amendment reducing required minimum lot width if increased setback is provided. Two recent variations have been approved for gates on lots that do not meet the current lot width requirements.
2. Maximum Height of Retaining Walls – putting the Subdivision guidelines into the Zoning Ordinance. Existing regulations for subdivision retaining walls would be made applicable to private lots. In essence, this regulation limits the height of walls to 42 inches.
3. Salt Protection Fences on Major Arterial Streets - a response to an inquiry from a resident on County Line Road.

4. Home Occupations – apply to residential condos in mixed use PUD;
5. Parking and Storage of Trucks and Trailers Accessory to Residential Uses; clarify that such regulations apply in mixed use PUD;
6. Reformat General Regulations; no substantive changes;
7. Rooftop Screening; making regulations applicable to new buildings in business and office districts and redefining how screening may be provided. This consideration is limited to adding the existing regulations to the Office and Business Districts and is not directly related to the recent discussion regarding retrofitting existing buildings.

Also as a result of the annual zoning review, the Plan Commission previously forwarded a recommendation to the Board to conduct a public hearing for an amendment to the Braemoor PUD floor area ratio requirement. That request was approved by the Board and the public hearing is scheduled for April 4, 2011.

It is our recommendation: that the Board concurs with the Plan Commission and directs staff to schedule the public hearing for the annual Zoning Ordinance update.

F. Contract for Auditing Services –Sikich Gardner & Co., LLP

Sikich LLP, the Village's current auditor, is at the end of their proposal and we would like to continue to utilize their services. Sikich LLP is a full service CPA firm with divisions that specialize in various services and industries. Their governmental practice is one of the largest and most experienced in the area. We have been pleased with the service and governmental expertise provided by their firm over the last few years.

Dan Berg, the managing Partner for our audit, has provided a not-to-exceed proposal for the next five years, on a year-to-year basis. Dan's proposal has reduced his annual audit increase to 3% annually (from 4%) and provided for no increases for the current fiscal year. Sikich will continue providing the same amount of service during the audit process as in previous years. In order to provide continuing independence on audit processes and procedures, Dan will have a different audit team in place to perform the annual audit. As always, Dan Berg will present the annual audit after completion at a Board meeting and be available to answer any questions Board members or staff may have throughout the years.

Fiscal Year	2010-11	2011-12	2012-13	2013-14	2014-15
Audit Fees	\$25,378	\$26,139	\$26,923	\$27,731	\$28,563
% Annual Increase	0.0%	3.0%	3.0%	3.0%	3.0%

It is our recommendation: that the proposal for auditing services with Sikich on a year-to-year basis through fiscal year 2014-15 be approved, with the understanding that the Village can decide to seek alternative proposals prior to the beginning of each audit cycle, if desired.

G. Contract for Installation of Pump Center Flow Meters

Meter Installation:

The 2010-11 Budget includes \$20,000.00 for the installation of two (2) replacement main flow meters at the Pump Center. The flow meters are installed on both the water inlet and outlet pipes at the Pump Center. The accuracy of these meters is vital in maintaining maximum accountability of water received from the Village of Bedford Park and water pumped into the Village water distribution system. The existing meters are 16" mainline propeller type flow registration devices which are at the end of their life. Also, the existing meters' technology is based on the movement of a propeller. Over time, the moving parts of the meter wear and accuracy becomes compromised, necessitating the rebuilding or replacement of the meter. In recent years a newer technology, electromagnetic flow measurement, has evolved - which involves no moving parts and is capable of greater accuracy and reliability. The replacement of the Pump Center main flow meters with electromagnetic flow meters ("mag meters") will ensure maximum accountability of water being consumed through greater meter reliability and accuracy.

The lowest quote was from GENCO Industries, Inc. of Crestwood, Illinois in the amount of \$13,780.00. This figure includes the cost of all parts, ancillary material and labor to complete this project, and is \$6,220.00 under the budgeted amount.

Meter purchase:

In order to eliminate costs associated with the middleman, the Village will procure the meters directly, and provide them to the contractor for installation. The 2010-11 Budget includes \$15,000.00 for the purchase of commercial size water meters as part of an annual commercial meter replacement program. The majority of high-volume commercial meters in Burr Ridge have been replaced, and the remaining commercial inventory stock is adequate for the remainder of the replacements this year. Therefore the Village has identified these funds for purchase of the flow meters in FY 11-12.

The lowest quote obtained for the meter purchase was from Water Products Company of Aurora, Illinois for the purchase of two (2) 16" Krohne Enviromag Flowmeters with remote converter units in the amount of \$15,744.00. This figure is \$744.00 over the budgeted amount. The \$744 overage for the meter purchase will be compensated for by the \$6,220 savings from the installation.

It is our recommendation: that the purchase of two (2) 16" Krohne Enviromag Flowmeters from the Water Products Company for the amount of \$15,744 and the installation contract with GENCO Industries, Inc. in the amount of \$13,780.00 be approved.

H. Contract for Well 5 Improvements

The 2010-11 Budget includes \$10,000.00 for electrical upgrades of Emergency Standby Well No. 5 located at 109 Shore Drive. This upgrade work includes the installation of a new 50HP starter motor, new electrical circuit breaker and weather proof electrical control enclosure. The existing electrical control and breaker switch configuration does not meet current electrical codes or provide adequate protection from the weather. In addition, existing conditions provide limited deterrence to tampering or vandalism of the well controls.

The attached quotes for this work are the lowest that were received (see attachments). The lowest quote obtained was from OKEH Electric Company of Arlington Heights, Illinois in the amount of \$8,789.00. This figure includes the cost of all parts, material and labor to complete this project and is \$ 1,211.00 under the budgeted amount.

It is our recommendation: that the OKEH Electric Company proposal for the electrical upgrades of Well No. 5 in the amount of \$8,789.00 be accepted and work be scheduled to begin at the contractor's earliest convenience.

I. Ratify Union Contract (Sergeants and Corporals)

Attached please find a copy of the contract between the Village and the Metropolitan Alliance of Police (M.A.P). This is a four-year contract with the Police Department Corporals and Sergeants retroactive to May 1, 2010 that will expire April 30, 2014. The contract includes cost of living adjustments in the following amounts: 0% for the current Fiscal Year, 2% in FY 11-12, 2.5% in FY 12-13 2.75% COLA in FY 13-14. Since all corporals and sergeants are at the top of their pay range there will be no additional step increases awarded. In exchange for these favorable terms, the negotiating committee agreed to a one-time lump sum bonus in the gross amount of \$750 less applicable deductions that will be paid to the seven members of the collective bargaining unit by April 30, 2011.

The contract also contains a new "Suspension or Termination" section requested by the Union that gives the Police Chief or his designee the right to suspend without pay a bargaining unit employee for up to 30 days or dismiss for just cause without filing charges with the Board of Fire and Police Commissioners (BFPC). The decision is deemed final and the sole recourse for appealing any decision is through grievance and arbitration, provided the grievance is filed within five calendar days after the discipline is imposed. Only an arbitrator can rescind or

modify the disciplinary action; relief is not available through the BFPC. The BFPC retains the right to hire, promote or demote employees, but they may no longer impose discipline.

It is my recommendation: that the contract be ratified and that the Mayor be authorized to sign it.

J. Order Squad Car for delivery after May 1, 2011

The FY 11-12 Budget includes the purchase of one (1) replacement squad car. Chief John Madden is recommending the purchase of one (1) 2011 Ford Expedition 4WD police package SUV at the State purchase price of \$26,244 from Landmark Ford, Springfield, IL. The new Ford Expedition will replace a Ford Crown Victoria patrol vehicle. When deployed, the police department will have a total of three (3) 4WD Ford Expeditions in the fleet. The SUV's are assigned to supervisory personnel and are beneficial in inclement weather as well as their ability to haul specialized equipment.

It is our recommendation: that the request to order one squad car for delivery after May 1, 2011 be approved.

K. Hire Boost Creative Marketing for Hotel Marketing Services

The Village of Burr Ridge has contracted with Adcom Communications for the past several years to provide marketing/communication services for our Hotel Marketing Committee and our Account Manager, Phil Yaeger, has done an outstanding job for the Committee. Although the size of our account is very small, Phil has worked diligently to fully understand our market, stretch our limited dollars as far as possible and develop a positive rapport with each and every one of our Committee members.

Mr. Yaeger resigned his position with Adcom and started his own communication services firm called Boost Creative Marketing (see attached). With Mr. Yaeger's departure, the Hotel Marketing Committee is concerned that the marketing momentum that has been generated over the past five years will be lost if our relationship with Mr. Yaeger ends. With this in mind, the Hotel Marketing Committee has decided to terminate its relationship with Adcom Communications and approach Mr. Yaeger regarding his interest in continuing to work with the Village of Burr Ridge hotels through his new company. In addition, the rates quoted by Mr. Yaeger will be 30%-35% below those rates currently being charged by Adcom Communications.

Although the Committee has enjoyed its relationship with Adcom Communications for the last five years, we feel that it has been Phil Yaeger's leadership that has helped the hotels improve their overall business.

It is our recommendation: that the recommendation to hire Boost

Creative Marketing for hotel marketing services be approved.

L. Resignation of General Utility Worker Michael Kurth

Enclosed please find a letter from General Utility Worker Michael Kurth tendering his resignation from the Village's employ effective April 1, 2011.

It is our recommendation: that Michael Kurth's resignation letter be received and filed.

M. Fill GUW Vacancy with Two Part-Time Employees

The total cost, including benefits, for former General Utility Worker II Michael Kurth was budgeted at \$85,866.88 for FY 11-12. In order to reduce personnel costs, I am recommending that this vacancy be filled with two permanent part-time employees, 20 hours per week for each, for a total cost of \$26,392.58. This allows for a total savings of \$59,473. However, since Mike Kurth was budgeted in the Water Fund, these savings would not affect the General Fund. With this in mind, I am recommending that General Utility Worker I Ryan Murrin, who is currently in the Operations Division, be moved to the Water Fund and that one part-time employee to be hired be budgeted in the Water Fund and the other in the General Fund. This would allow for a savings of \$43,172 in the General Fund and still have a savings of \$16,301 in the Water Fund.

It is our recommendation: that the full-time position left vacant by the resignation of GUW Mike Kurth be filled with two permanent part-time employees, with their salaries split between the Water Fund and General Fund as indicated above.

N. Resignation of Code Enforcement Officer Karen King

Enclosed please find a letter from Code Enforcement Officer Karen King tendering her resignation from the Village's employ effective March 31, 2011.

It is our recommendation: that Karen King's resignation letter be received and filed.

O. Fill Part-Time Code Enforcement Officer Vacancy

Community Development Director Doug Pollock is recommending that the vacant part-time position of Code Enforcement Officer be filled as soon as possible, in order to continue the excellent organization and code compliance monitoring established by Karen King.

It is our recommendation: that the recommendation to fill the part-time vacancy of Code Enforcement Officer be approved.

P. Raffle License/Hosting Facility License - Gower Foundation for Excellence in Education

Enclosed is an application from the Gower Foundation for Excellence in Education to conduct a raffle during the month of May 2011 as part of their fundraising event, along with a letter requesting waiver of the fidelity bond requirement and a letter from Gower School District 62 requesting that a hosting facility license be issued to allow them to hold the drawings at the District's Administrative Offices.

It is our recommendation: that a Raffle and Chance License be issued to the Gower Foundation for Excellence in Education for its May 2011 raffle, with the fidelity bond waived, and that Gower School District 62 be licensed to host the drawings at the Administrative Offices.

Q. Proclamation – National Public Safety Telecommunicators Week

Enclosed please find a letter from Sarah White, Training Coordinator for Southwest Central Dispatch, requesting the Village approve a proclamation designating the week of April 10-16, 2011 as "National Public Safety Telecommunicators Week," along with the requested proclamation.

It is our recommendation: that the Proclamation be approved.

R. Approval of Vendor List

Enclosed is the Vendor List in the amount of \$278,224.58 for all funds, plus \$179,619.18 for payroll, for a grand total of \$457,843.76.

It is our recommendation: that the Vendor List be approved.